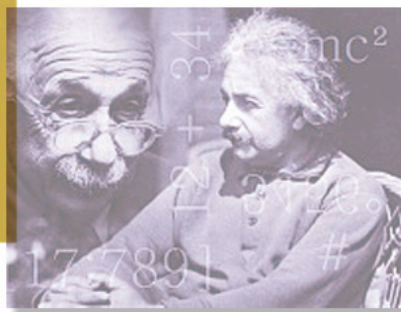


Student Programs
STB/EPO

Precollege

Undergraduate

Graduate



Mentors Foster Careers with Students of All Ages

"Example isn't another way to teach,
it is the only way to teach."

Albert Einstein

Student
Postings
Initiative

Page 18

[https://spi-internal.lanl.gov/
spi/mentor/](https://spi-internal.lanl.gov/spi/mentor/)

Student
Workplan

Pages 3 and 26

[https://spi-internal.lanl.gov/
spi/mentor/](https://spi-internal.lanl.gov/spi/mentor/)

Student/Mentor
Workplan Discussion
Guide

Pages 8 and 23

Student/Mentor
Liaison
Carole Rutten
crutten@lanl.gov
5-5194

HS Coop & UGS
Coordinator
Mindy Mendez
ajmendez@lanl.gov
5-9466

GRA Coordinator
Mindy Mendez
ajmendez@lanl.gov
5-9466

2003

mentor toolkit

1943 - 2003
Los Alamos
NATIONAL LABORATORY
Ideas That Change the World
An Equal Opportunity Employer

Mentor Tool Kit

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MENTOR INFORMATION

Why Los Alamos National Laboratory Hires Students

Hiring student interns is an institutional goal for Los Alamos National Laboratory (LANL, the Laboratory). Hiring students helps LANL develop a talented workforce to meet the current and future needs of this ever-changing organization. These student interns will become the next generation of experts in their fields.

What Is a Mentor?

A mentor can be broadly defined as a trusted advisor, teacher, coach, facilitator, and role model. The primary purpose of a mentor is to help students succeed! Effective mentoring can help students to understand and learn in a safe and professional work environment and to establish a mental image of what is expected in the workplace. A mentor provides support and helps to create a positive working atmosphere by orienting students to the professional work environment.

A mentor provides the following things:

- An opportunity to learn;
- Meaningful work related to academic and career goals;
- A realistic education and workplan;
- A challenging work assignment;
- Guidance and coaching; and
- Necessary equipment required to do the work described in the workplan.

Successful Mentoring

Successful mentoring is characterized by a high degree of satisfaction for both mentor and intern and by excellent results from their collaboration. Successful mentors enjoy teaching students and are willing to take the time to do so—again and again. There are many ways for individuals to be successful mentors. The goals are modest, but the gains are great.

PROGRAMMATIC INFORMATION

Preparing for Your Student to Arrive

You can prepare for your student's arrival by doing the following things:

Perusing the new education website section for mentors at

<http://int.lanl.gov/education/mentors/index.shtml>;

Developing and submitting the Student Workplan, which is available on the web

at <https://spi-internal.lanl.gov/spi/mentor>;

Reviewing the Student Posting Initiative, which can be found on the web at

<https://spi-internal.lanl.gov/spi/mentor>; and

Ensuring that your student will have the necessary tools to conduct his/her work (i.e., office space, desk, phone, computer, etc.).

Student Workplan

The Student workplan defines the type of work that will be accomplished during the student's appointment. It provides a description of the work assignment and projects, along with the necessary skills and educational background needed to perform the research/work. The workplan is used as a tool for both the mentor and the student to establish a clear, mutual, and meaningful educational Laboratory experience. (See page 26 for a sample.) To submit a workplan, go to <https://spi-internal.lanl.gov/spi/mentor>. Workplans are required for all new, returning, and continuing students. Returning- and continuing-student workplans can be completed and submitted on October 1 each year (at the beginning of the fiscal year) or as determined by the student start date.

Selection of an Appropriate Research/Work Project

Selecting an appropriate project before the student arrives is important to a positive work experience. Projects should have the following characteristics:

- A defined goal that the student has a reasonable chance of meeting during the appointment;

- Sufficient flexibility that the research/work project can be shortened or lengthened depending on the success rate of the student;

- Two to three levels or stopping places; and

- Demonstrable relevance to the bigger picture of the group/division.

Appointment Types and Terms

High School Cooperative Program

Students in the High School Cooperative Program may work full time during the summer between their junior and senior years and may continue their appointments in part-time status during the academic year.

Students who graduate from high school may move to undergraduate status when documentation is provided indicating acceptance into an undergraduate program.

Undergraduate Program

The Undergraduate (UGS) Program features appointments in both technical and administrative fields. Appointments are available for 90-day summer internships, and students in these programs have the option to continue working part-time during the academic year. The maximum number of years in the program is six for those pursuing a bachelor's degree and three for those pursuing an associate's degree.

Postbaccalaureate Category

The Postbaccalaureate Category of the UGS Program offers the opportunity to conduct research at LANL to college graduates who have completed a bachelor's degree but have not yet enrolled in a graduate program. Participants may remain in this category for up to one year.

Graduate Research Assistant Program

Appointments of 90 days to one year are available in the Graduate Research Assistant (GRA) Program. Students have an option for renewal based upon program requirements. Students are selected on the basis of field of study, grade point average, and research interests. Individuals may remain in the GRA program for up to three months after receiving a Ph.D.

Post-Master's Degree Category

The Post-Master's Degree Category of the GRA Program offers graduate students the opportunity to continue participating in the GRA program for a limited period of time. This category applies to students who have been awarded a master's degree but have not yet been accepted into another master's program or a Ph.D. degree program. Students may remain in this category for one year. They are encouraged to take classes.

When Your Student Arrives

Priority Items

When your student arrives, it is important to do the following things:

- Meet with your student and adjust and finalize a Student Workplan;
- Review, modify, and complete the Student/Mentor Discussion Guide, downloading the pdf file at <http://int.lanl.gov/education/mentors/index.shtml>; and
- Introduce your student to other students and the division-student liaison.

The Students' First Days at the Laboratory

The students' first few days are filled with activities helping them to become familiar with the Laboratory. They participate in New Student Orientation and complete the new-hire process with the Human Resources Division. They are informed of available resources as well as site-specific training that may be required before they are authorized to conduct work. They must also complete General Employee Training, a course that is required of all LANL and contract employees (including students) before they can officially begin working.

New Student Orientation

Summer 2003

(Sample Agenda)

Day 1

7:30	Foreign National I-9 Process Contact: Rebecca Lafave, 667-0874	Immigration Services Office
8:00	Welcome	Science and Technology Base Programs Division-Education Program Office (STB-EPO)
8:10	What Is Los Alamos National Laboratory?	John Rhoades, Bradbury Science Museum
8:45	What You Can Expect from Your Summer Internship	STB-EPO
9:15-9:30	Guidelines for Success	HR
9:30	Break	
9:40-10:40	Onboarding	Wanda Roybal, HR-5 Staffing
10:40-11:40	Compensation and Benefits	Benefits Office
11:40-12:00	LANL Authentication and E-mail Accounts	Computing, Communications, and Networking Division Networking Division
12:00-1:00	Lunch	On your own
1:00	Report to orientation site to be transported to Badge Office. (Badges cannot be picked up early.)	Badge Office
1:30	Contact your mentor for instructions.	

Day 2

8:00-5:00	GET Training and Testing (LANL Taxi to White Rock. Pick-up at 7:20 a.m.; return pick-up from White Rock to Canyon at 4:30 p.m.)	White Rock Training Center (667-0059) 35 Rover Boulevard White Rock, N.M. 87544
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Day 3

Report to work site at scheduled time.

Note: Students being hired on Tuesday and Wednesday will take GET on Thursday.

Mentor Tool Kit

Student/Mentor Workplan Discussion Guide

The Student/Mentor Workplan Discussion Guide is an important form that must be completed by the mentor and student and returned to STB-EPO within **seven working days** of the student's hiring. Continuing and returning students and their mentors should complete this form yearly. This form will ensure the student's understanding of the work assignment and the Laboratory's expectations. (See sample on page 23.)

Expectation Management

Expectation management involves clearly defining the following:

- What is expected of the student during the appointment;
- What the student can expect from the Laboratory, the mentor, and the research/project;
- The timing and selection of the research project.

A mentor who does not pay close attention to these areas is setting the stage for a disappointing experience. Use the workplan and the Student/Mentor Workplan Discussion Guide as tools for providing clear guidelines and expectations.

Devoting Time to the Student

A mentor is a teacher who should expect to spend a lot of time with the student. Students, regardless of status (High School Co-op, UGS, or GRA), need and appreciate time and guidance with a mentor. You should expect that student interns may have many questions. Regular meeting times are important to both the learning and work process and can be addressed on the Student/Mentor Workplan Discussion Guide.

No-Fault Termination of Relationship

If either the mentor or the student cannot meet the goals and objectives that have been outlined, discuss a no-fault end to the relationship. As the mentor, you should first contact your division-student liaison, then the EPO-student liaison (Carole Rutten, 665-5194, crutten@lanl.gov) for assistance.

Work Schedule Options

It is important to notify your student of the work schedule options. For example, during the first week, all students are required to work a five-day, Monday-through-Friday, eight-hours-per-day schedule. After the first week, the student may request a different option such as the 9/80 schedule. If the mentor approves, the student's schedule may be modified. Student employees and mentors should have compatible schedules.

Student-Transcript & Salary-Review Process

Changes to the student-transcript and salary-review process have been initiated and will be implemented over the next two years. Changes were necessary to support students better and to ensure that they maintained eligibility as well as progressing academically toward graduation. An initial letter was sent to introduce the process. Please discuss the changes with your students.



memorandum

*Science and Technology Base Programs
Education Program Office (STB/EPO)*

To/MS: All Students
Thru/MS: Allen Hartford, DSTBP, M714
From/MS: Kurt Steinhaus, STB/EPO, M709
Phone/Fax: 7-8680/Fax 5-6871
Symbol: STB/EPO:02-73
Date: December 17, 2002

Student-Transcript and Salary-Review Process

This is the first of several communications you will be receiving about policy changes to be reflected in the Administrative Manual regarding the student-transcript and salary-review process. Changes will be made so that HR and STB-Education Program Office staff members can better monitor student progress, eligibility, degree completion, and salary accountability. The requirements and implementation process will be **rolled out over two years**.

Year One (Fiscal Year 2003 [FY03])

- 1) All returning and year-round students are to submit an updated transcript by **February 17, 2003, to Cynthia Bustos, MS M709, fax 505-665-6871, phone 505-667-1919**. (High School Cooperative Program, Postbaccalaureate, and Post-Master's Degree students are not required to submit a transcript.)
- 2) Salary increases will be effective upon actual start date as determined by HR Staffing.
- 3) Students submitting late transcripts will not be eligible for retroactive salary increases.
- 4) Effective fall semester or quarter 2003, undergraduate students working during the academic year may not exceed 75% work time. (Students involved in the College Co-Operative, Electro-Mechanical Technology, Machinist Apprenticeship, Postbaccalaureate, and Post-Master's Degree programs and categories, and GRA students working on a thesis are excluded.) Exceptions to the work-time or credit-hour requirement will be addressed on an individual basis by the Student Programs Advisory Committee and STB-EPO staff.

Year Two (FY04—Full Policy Implementation)

- 1) Continuing and year-round students are required to submit an updated transcript in mid-February to verify good academic standing and cumulative credit hours completed. They must maintain three-fourths of full university course-load enrollment status.
- 2) Salary increases will be effective upon actual start date as determined by HR Staffing.
- 3) Exceptions to the work-time or credit-hour requirement will be addressed on an individual basis by the Student Programs Advisory Committee and STB-EPO staff.
- 4) Discipline for failure to comply will range from withholding of any pay increase up to termination.
- 5) Transcript submittal after the start date will not allow for eligibility for retroactive salary increases.

More information about the process will be forthcoming and can also be found by checking the student web page (<http://int.lanl.gov/worklife/students/>); the Student News, Student Views newsletter; and the Students' Association web page (<http://sa.lanl.gov>). Mentors and division-student liaisons will also be notified of the policy changes.

Please contact Mindy Mendez at 665-9466 (ajmendez@lanl.gov) or Carole Rutten at 665-5194 (crutten@lanl.gov) about this or any other student program questions that you may have.

Foreign National Students

Please contact the Immigration Services Office for the latest information about foreign national students or student visas. The office can be reached at 667-2738 or 665-0001, and the website address is <http://www.hr.lanl.gov/hrstaffing/VisitorandImmigrationindex.stm>.

Student Benefits

Depending on the type and length of their appointments, students may be eligible for benefits. All benefits questions should be directed to the Benefits Office, 505-667-1806, benefits@lanl.gov. Information on benefit plans can be accessed at <http://www.lanl.gov/worklife/benefits>. Questions regarding vacation, sick leave, and taxes should be directed to the Payroll Team, 505-667-4594.

Travel Benefits

Rules concerning travel benefits for students are very specific. Detailed information can be found at <http://bus.lanl.gov/bus1/travel/regulations/graugsregs.htm>. Questions can be sent to relocation@lanl.gov.

Student End-of-Appointment Responsibilities

Three weeks before the end of the student's appointment, the student should notify the HR generalist, the mentor, and the student liaison regarding any plans for departure. Forms will be initiated to reflect the appointment change of status (to casual, part-time, or off-site). Students should be directed to <http://www.hr.lanl.gov/hrstaffing/terminations> for specific instructions on leaving the Laboratory. Departure procedures include the following:

- A presentation;
- A checkout form; and
- The Student Exit Survey.

Student Exit Survey

A Student Exit Survey form will be provided at the end of the summer. This form will allow students to comment on their summer experience at the Laboratory. Although this survey form will be available, students should feel free to provide comments throughout their stay. The information from the survey will be compiled, analyzed, and distributed throughout the Laboratory. In addition, division-related information will be provided and presented to the division liaison. To seek information or to provide suggestions regarding student programs, contact:

Carole Rutten, Laboratory Student/Mentor Liaison
STB/EPO
665-5194
crutten@lanl.gov

GENERAL INFORMATION/POLICIES

Housing Office

Summer housing remains a challenge. In an effort to assist with housing options, you may direct students to the Virtual Los Alamos website at www.losalamos.com or to the Los Alamos Chamber of Commerce website at <http://www.losalamos.com/chamber/> for information on privately owned accommodations in Los Alamos and the surrounding communities.

The Housing Office website is at <http://bus.lanl.gov/bus/housing/>. Housing Office staff members are available to answer questions, and they will continue to work on behalf of students to secure rental agreements. Students with transportation have the most housing options.

Transportation

Students who do not have a vehicle can get around town and commute to the Laboratory by using the Los Alamos Bus System (www.labus.org). Carpool information can be found on the Student Association Bulletin Board at <http://sa.lanl.gov>.

Taxi Service

LANL provides a free taxi service to all Laboratory sites. This service is available to Laboratory employees during normal work hours (8 a.m. to 5 p.m.). Call 667-TAXI to make arrangements. The summer is a very busy time for the taxi service, so please remind students that the taxis are to be used only for official Laboratory business. Taxis will not transport students to their homes or to nonbusiness locations.

The taxi service has established special routes and pick-up times to accommodate the needs of summer students. Tentative schedules are listed below. The departure times are firm. Remember, students who miss the 7:30 a.m. departure time will have to wait until the taxi service can work them into the schedule.

Taxi service accepts calls until 5 p.m. Students who must work late should make other transportation arrangements. The taxi service will not move students around the Laboratory during the lunch hour (11:15 a.m. to 1:15 p.m.) except on official Laboratory business.

Morning Schedule for Student Pick-Up

NOTE: All vans depart their designated areas at 7:30 a.m. and go to the Otowi Building, then go down their assigned routes.

Bradbury (Red Route): Otowi—SM 40—TA 16

Los Alamos Inn (Bronze Route): Otowi—SM 200—SM 34—TA 53

Bradbury and L.A. Inn (Yellow Route): Otowi—Pajarito Road—White Rock Training Center (WRTC)

Evening Schedule

Those wanting to go to the Wellness Center will be dropped off at SM 261 (Otowi). Anyone wanting pick-up from the Wellness Center must walk to SM 261 by 5 p.m.

Routes and Pick-Up Times

Route One

4:45 p.m.: TA 46, Buildings 1, 31, Gate

4:55 p.m.: TA 52, Building 33

5 p.m.: TA 35, Building 86

Route Two

4:45 p.m.: TA 55, Gate

4:55 p.m. □ TA 48, Gate
5 p.m. □ SM 34

Route Three

4:45 p.m. to 5 p.m.: TA 53, Buildings 622, 31, 1

Route Four

4:50 p.m.: TA 16, Pedestrian Gate and building 328

Route Five

4:50 p.m.: TA 3, SM 200, SM 40, SM 261

All evening vans will go to the Bradbury Science Museum; the Los Alamos Inn; and the Pueblo Complex and the University of New Mexico-Los Alamos as necessary

TA 3 Drop-Off and Pick-Up Points

<u>Work Location</u>	<u>Drop off and Pick Up</u>
Badge Office SM 261 SM 207 Wellness Center	SM 261 East
SM 1888 SM 215 SM 40	SM 40
MSL SM 1586 SM 1567 SM 1551 SM 480	SM 34
SM 1690 SM 200 SM 469 SM 123	SM 123

NOTE: If the student's TA-3 work location is not identified, please have the student call 667-TAXI to find out where the pick-up point will be.

Key Taxi Information to Remember

- If the student misses the 7:30 am pick-up, he/she will not be picked up until 9 a.m. because of the heavy volume.
- Evening taxi calls are taken until 5 p.m. Services end at 5:30 pm.
- The time from 11:15 a.m. to 1:15 p.m. is the busiest time for the taxi service. Service is only for those with official Laboratory business.

Harassment

The Laboratory has very specific policies regarding harassment. Harassment is unacceptable conduct and is prohibited. The Laboratory takes measures to prevent acts of harassment; they involve prompt corrective and/or disciplinary action for any act that violates this policy. Please contact HR-Staff Relations (HR-SR), 667-8730, <http://www.hr.lanl.gov> for more details.

Sexual Harassment

The Laboratory sexual harassment policy prohibits sexual relationships involving subordinates or mentees. The policy can be found under Protected Characteristics (AM 711.01). The related resources available to mentors are HR-SR, 667-8730; the HR generalist for the division; the Employee Assistance Program; and the Ombuds Office.

Off-Site Student Policy

The Off-Site Student Policy applies to students who are actively participating in one of the Laboratory's student programs as full-time, part-time, or casual-status interns whose primary work location is not on Laboratory property. Remember, all requirements must be met and approved before work is permitted off-site. Please see <http://www.hr.lanl.gov/hrstaffing/StudentPrograms/offsite.stm> for specific requirements. Off-site packets should be completed at least two weeks before the student's departure date.

LANL MENTOR RESOURCES

Student Program Contacts

The role of the program coordinator is to ensure that students have a rewarding work experience. The program coordinator is there to assist mentors and students with needs relating to workplans, mentor/student relationships, policy, exceptions, and other student concerns. Please contact the coordinator if you need assistance.

**Arminda (Mindy) Mendez, High School Co-op, UGS, & GRA
Program Coordinator
STB/EPO
665-9466
ajmendez@lanl.gov**

Student Posting Initiative

Finding and matching quality students with meaningful co-op and summer internship opportunities is vital to developing the future workforce of the Laboratory. During summer 2002, STB-EPO launched an on-line database/website for Laboratory personnel to post available student internship and/or co-op positions. The database/website, called the Student Posting Initiative (SPI), provides a place for mentors to enter and modify available student positions, to review potential candidates, to search the applicant pool, to view other available positions for possible collaborative efforts, and to create new student workplans. Mentors may access the site at <https://spi-internal.lanl.gov/spi/mentor/>. Cryptocard authentication is required. Additional information of use to mentors can be accessed through <https://spi-internal.lanl.gov/spi/mentor/>.

Students may access the external site (Jump Start Your Career) to search available positions and to apply for internships and co-op positions at the Laboratory via the Laboratory's external education website (<http://www.lanl.gov/education/>).

Division-Student Liaisons

Division-student liaisons are an additional resource for students. Each division/group has a student liaison. Liaisons add value to the students' experiences by working with mentors and linking students to needed resources within the division, the Laboratory, and the community. Liaisons help make the Laboratory a more manageable place so that students can focus and be more effective in their work projects. Introduce your student to the appropriate liaison.

Student Liaison Listing

Group	Last Name	First Name	Phone	E-mail	Mail Stop
B	Park	Min	667-5701	park_min_s@lanl.gov	M888
B	Starr	Christine	667-9557	cstarr@lanl.gov	M888
B-2	Freyer	Jim	667-8229	freyer@lanl.gov	M888
BUS-1	Segura	Stephanie	665-2625	segura_stephanie@lanl.gov	P239
BUS-2					
BUS-3	Johnson	James	665-8083	jpj@lanl.gov	P233
BUS-4	Van Eeckhout	Mary	667-5245	msvan@lanl.gov	A190
BUS-5	Sandoval	Joann	665-4024	jsand@lanl.gov	D447
BUS-7	Perez	Camilo	665-0704	cperez@lanl.gov	P277
BUS-8					
BUS-DO					
C-AAC	Hobart	David	667-0205	dhobart@lanl.gov	G740
C-AAC	Salazar	Joann	667-4087	jsalazar@lanl.gov	G740
CCN	Fletcher	Kay	665-1516	skf@lanl.gov	B260
C-DO	Schuch	Cathy	667-4457	cathys@lanl.gov	J515
D-5	Pelowitz	Denise	667-0912	dbp@lanl.gov	K575
D-5	Holland	Joe	667-4910	jvh@lanl.gov	F602
DVO	Babicke	Tim	667-5665	timb@lanl.gov	M894
DVO					
DX/DX-2	Lee	Kien-Yin	667-7131	kylee@lanl.gov	C920
EES	Lavine	Alexis	667-3605	alavine@lanl.gov	D462
EM					
ESA	Rokop	Kathy	665-1846	krokop@lanl.gov	C936
FWO	Lujan	Marcia	665-2677	mrlujan@lanl.gov	K492
FWO	Roybal	Shelly	665-7488	shellyr@lanl.gov	K492
GR	Maes	Evelyn	667-0338	emaes@lanl.gov	A103
HR	Bardenhagen	Patricia	665-6311	pbard@lanl.gov	P131

HSR	Rey	Virginia	665-8769	vrey@lanl.gov	K483
IM					
LANSCE	Sullivan	Michael	667-5534	mikeds@lanl.gov	H845
LC	Castille	Ellen	667-3766	castille@lanl.gov	A187
MST-10	Taylor	Toni	665-0030	ttaylor@lanl.gov	K764
MST-11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MST-6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MST-CMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MST-STC	Espinoza	Brenda	665-3030	bme@lanl.gov	K763
NIS	Ulibarri	Tina	665-7353	tinau@lanl.gov	F650
NIS	Gonzales	Andrea	667-8960	andreag@lanl.gov	F650
NMT-4					
NMT-DO	Foropoulos	Jerry	667-0983	jzf@lanl.gov	E500
OEO					
P-21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P-24					
P-25	VanHecke	Hubert	667-5384	hubert@lanl.gov	H846
PA	Salazar	Susie	665-9475	susies@lanl.gov	C177
PM	Gamble	Mark	667-3272	mbgamble@lanl.gov	M984
PS	Zwick	Bill	667-2721	bdz@lanl.gov	P915
RRES	Wilburn	Dianne	667-6952	dwwilburn@lanl.gov	J591
S	Chavez	Lucy	667-1650	lchvz@lanl.gov	G729
S	Eres	Sally	665-1649	eres@lanl.gov	G729
STB	Crutten	Carole	665-5194	crutten@lanl.gov	M709
T-10	Hlavacek	William	665-1355	wish@lanl.gov	K710
T-11	Albers	Bob	665-0417	rca@lanl.gov	B262
T-3	Whittington	Susan	667-7380	rolwhit@lanl.gov	B210
T-4	Collins	Lee	667-2100	lac@lanl.gov	B212
T-6, 8, 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X	Kelsey	Robert	665-5178	rob@lanl.gov	F645

Student Programs Advisory Council

The Student Programs Advisory Council (SPAC) is composed of Laboratory employees who advise LANL management on student-related issues and policies. The mission of SPAC is to make sure that every student has a positive experience at LANL. The SPAC website is at <http://set.lanl.gov/spac/index.html>. SPAC meetings are open, and student and mentor involvement is encouraged.

The purpose of SPAC is to do the following things:

- Serve as an advocate for the quality of each student's experience at the Laboratory;
- Monitor the quality and impact of student programs;
- Ensure effective communication about student programs; and
- Recommend policy changes and initiatives for improvement of Laboratory student programs.

Ombuds Office

The Ombuds Office offers confidential brainstorming, venting, advice, facilitation, mediation, organizational assessments, and referrals for mentors and students.

For more information, contact:

Phone:	665-2837
Email:	ombuds@lanl.gov
Web:	http://www.lanl.gov/ombuds/

Students' Association

The LANL Students' Association (SA) has recently gone through some changes in order to benefit all students and to create a stronger group. SA encourages all students to get involved and to express opinions and ideas so that positive changes can be made for students within LANL. It is the intent of SA to obtain representation from all programs, divisions, and groups at the Laboratory that involve students. SA is the known voice for the students and will bring the concerns, opinions, and ideas of the students to the proper groups within LANL. Students must decide their own level of participation, assessing their interests and their time. However, the more involved students become, the stronger SA will be. LANL students are encouraged to keep a close eye on the SA website (<http://sa.lanl.gov>) so that they will know what events, meetings, tours, and social and educational activities are planned.

Students should subscribe to eramirez@lanl.gov to be placed on the list serv for students and to be informed about student events and receive “Student News, Student Views,” an electronic newsletter that is distributed biweekly from May through August monthly thereafter.

MENTOR TOOLS

Student/Mentor Workplan Discussion Guide

ACTION REQUIRED: SIGN AND RETURN TO STB-EPO

This instrument is intended as a discussion aid between the student and you, the mentor. This form must be completed and returned within **seven days of your hiring**.

Please select appropriate category:

- ☐ High School Co-op
- ☐ Undergraduate Student (UGS)
- ☐ Graduate Student (GRA)

Please select one:

(Based on workplan and degree area)

- ☐ Administrative
- ☐ Technical

Student Information:

Name: _____
Division/Group: _____
Z-Number: _____
Phone #: _____
E-mail: _____

Mentor Information:

Name: _____
Z-Number: _____
Phone #: _____
E-mail: _____

Length of Student's Program

- ☐ Summer
- ☐ Semester (non-summer)
- ☐ Year
- ☐ Other: _____

Work Hours during Program

- ☐ Part Time
- ☐ Full-Time (40 hours per week)

Workplan Checklist: (Please initial each item when complete.)

Work Schedule

We have discussed not only the 9/80 versus 5/40 work schedule options, but also the expectations for working hours (beginning, duration, and end, each day) that best balance programmatic needs with student/mentor and student/team interaction. We have decided upon the following work schedule. (Select one.)

- ☐ 9/80 Schedule A
- ☐ 9/80 Schedule B
- ☐ 5/40 (M-F)
- ☐ Other (Please describe in the space below.)

* Initial M _____ S _____
 (Mentor) (Student)

Meeting Schedule

We agree on the following meeting schedule (select one)

- ☐ Daily
- ☐ Weekly
- ☐ 2-3 times per week
- ☐ Other (Please list:) _____

* Initial M _____ S _____
 (Mentor) (Student)

Responsibilities and Expectations Section

We have reached agreement on the responsibilities and expectations section of the Student Workplan. We have discussed the responsibilities and expectations listed and have modified them in the following manner to reflect changes to the work assignment.

Comments or changes: _____

* Initial M _____ S _____
 (Mentor) (Student)

Performance and Learning Objective Section

We have discussed the performance and learning objectives section of the Student Workplan and agreed on the following end-of-assignment deliverable (i.e., technical talk, symposium presentation, publication, website, etc.). Please list and describe the deliverable below.

* Initial M _____ S _____
(Mentor) (Student)

Integrated Safety Management

We have discussed “Integrated Safety Management,” “The Six Zeros,” and the related responsibilities of every employee. (Check off as discussed.)

Safety and Security Policy

- ☐ Define Work
- ☐ Analyze Hazards & Threats
- ☐ Develop Controls
- ☐ Perform Work
- ☐ Ensure Performance

The Six Zeros

- ☐ ZERO injuries and illnesses on the job
- ☐ ZERO safeguards and security incidents
- ☐ ZERO injuries and illnesses off the job
- ☐ ZERO environmental incidents
- ☐ ZERO ethics incidents
- ☐ ZERO people mistreatment incidents

* Initial M _____ S _____
(Mentor) (Student)

Student Long-Term Career Plans

Student Departure Date _____

Signatures

Student: _____

Date: _____

Mentor: _____

Date: _____

Mail to: Education Program Office, MS-M709
Carole Rutten, LANL Student Mentor/Liaison

Sample Workplan (technical & administrative)

Los Alamos National Laboratory Education Programs Student Workplan

Student Classification: Graduate

Type of Position: Technical

Prepared by: 990990

George Jetson

Date: Thursday, January
14, 2003 5:11:18 p.m.

Student Z Number: 999999

Student Name: John J. Johnson

School: University of Wisconsin

Group: NIS-2

Division: NIS

Mail Stop: D-436

Anticipated Start Date: 05/06/2003

Mentor Z Number: 990990

Mentor Name: George Jetson

Mentor Phone: 665-0000

Mentor E-mail: gjetson@lanl.gov

Description of Work Assignment

John Johnson will work on the Orphan Transients project, a project aimed at finding optical transients from gamma-ray bursts for which no satellite trigger has been given. This project is crucial to solving the mystery of gamma-ray bursts, one of the most important problems in astrophysics.

In working on this project, John will learn about many new tools in several disciplines including high-energy astrophysics, machine learning, software engineering, computational science, and high-performance computing.

John will be expected to formulate new ideas and algorithms for finding and classifying optical flashes seen by rapid-response telescopes (such as LANL's Raptor), to write software to process incoming telescope data in real time, and to write software to do machine-learning-based classification of this data in real time.

Student Learning Areas

Office Administration Skills:

Not Applicable

Employability Skills:

Not Applicable

Technical Skills:

Advanced

Research Skills:

Advanced

Communication Skills:

Advanced

Critical Skills Areas

Primary: Physics

Secondary: High-Performance Computing and Simulation

Mentor Tool Kit

CONTACTS AND RESOURCES LISTING

TITLE	CONTACT INFORMATION	COMMENTS/NOTES
Badge Office	Phone: 667-6901	http://badge.lanl.gov/
Benefits/Compensation Office	Phone: 667-1806	http://int.lanl.gov/worklife/benefits/
Bradbury Science Museum	Phone: 667-4444	http://www.lanl.gov/museum
Business/Payroll Office	Phone: 667-4594	http://bus.lanl.gov/bus1/payroll/
Diversity Office	Phone: 667-5665	http://www.lanl.gov/orgs/dvo
Division Human Resources	Name: Phone: Email	
Education Programs Office Student /Mentor Liaison	Name: Carole Rutten Phone: 665-5194 Email: crutten@lanl.gov	http://education.lanl.gov/
HS Co-op, UGS, & GRA Program Coordinator	Name: Mindy Mendez Phone: 665-9466 Email: ajmendez@lanl.gov	
Food (Aramark, Otowi Building)	Phone: 667-3591	Hours of Operation: Breakfast: 6:30-10:00 Lunch: 11:00-1:45 SweetShop: 10:00-4:00 www.int.lanl.gov/services/CafeteriaMenu/
Housing Office	Name: Vicki Barnett Phone: 661-2626 Email: housing@lanl.gov	http://bus.lanl.gov/bus/housing/
Human Resources (Staffing-Student Programs) HR Generalists for Each Division	Phone: 667-0870	www.hr.lanl.gov (weblink to student program hiring info page)
Emergencies Immediate Danger	Phone: 665-3505 Phone: 911	fire, unattended bags, etc. http://int.lanl.gov/security/

Laboratory Operator	Phone: 667-5061 Or dial 0 (zero)	External Web Site: www.lanl.gov/worldview Internal Web Site: www.int.lanl.gov
Los Alamos Medical Center	Phone: 662-4201	Allergy shots, pharmacy, and emergency care
Medical/Personal Issues	Phone: 667-7251	
Employee Assistance Program	Phone: 667-7339	
Occupational Health Center Nurses' Station	Phone: 667-7848 Phone: 667-7839	http://www.esh.lanl.gov/~esh/esh-data.html
Office of Equal Opportunity	Phone: 667-8695	http://www.lanl.gov/orgs/oeo/
Ombuds Office	Name: Pavlo Quintana Phone: 667-9330 Email: pavlo@lanl.gov	www.lanl.gov/ombuds/
Research Library	Phone: 667-5809 Email: library@lanl.gov	Starting place for assistance with Library needs http://lib-www.lanl.gov/
Safety and Security Concerns Safety (ISM) Security	Phone: 665-7233	http://int.lanl.gov/safety/
Staff Relations (Complaints, harassment or violence in the workplace)	Phone: 667-8730	http://hr.lanl.gov
Student Liaison	Name: Phone: Email:	Division/Group Resource Person: (provides direction to appropriate contacts)
Student Mentor	Name: Phone: Email:	Primary Contact Person
Taxi	Phone: 667-TAXI (667-8294) or 667-3701	From Lab Property to Lab Property Charges Precollected from Division and Group Offices
TRAVEL	Phone: 665-8529	http://bus.lanl.gov/bus1/travel/regulations/graugsergs.htm

Tuition Reimbursement	Name: Dixie Paternoster Phone: 667-0386 Email: dixie@lanl.gov
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LANL Weather Updates	Phone: 667-6622 or 877-723-4101	Lab Closures or Delays http://weather.lanl.gov/
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STUDENT ACTIVITIES

Symposium 2003

Annual Symposium: Highlighting Student and Postdoctoral Research “Championing Scientific Careers”

The Annual Symposium is an opportunity for all students and postdoctoral appointees to present their learning experiences and scientific research. The intent of the symposium is to broaden students’ and postdoctoral appointees’ expertise and to prepare them for careers in the sciences. The event will take place on August 6-7 in 2003. For more information about the symposium, see the website at <http://set.lanl.gov/symposium>.

Student Events

Student events are posted in the following places:

Student News, Student Views

SN,SV is an electronic newsletter that is distributed to students on the student list serv. To add your student’s name to the list serv, please send a request to eramirez@lanl.gov.

Work/Life Calendar

The Work/Life Calendar is located off the LANL internal homepage at <http://DominoApp.lanl.gov/lanl/lanlevents.nsf/Work/Life>.

Newsbulletin

The Newbulletin is found on the LANL homepage. To find events, go to <http://www.lanl.gov/orgs/pa/newsbulletin/2003/02/13/> and click on the left on calendar.

LANL Events Calendar

The events calendar is found on the LANL homepage (<http://int.lanl.gov/>). Mentor, division-liaison, and student activities are listed.

Summary

This handbook is designed to provide essential tools for creating a highly effective education and work experience for the mentor and student. The handbook outlines the objectives and skills necessary to create a positive and mutually meaningful experience for students and mentors. It also contains the necessary forms required to prepare for this relationship.

Mentoring relationships fill different needs for different people. Some mentoring relationships last a short period of time while others last a lifetime. Do not judge the quality of your relationship by the amount of time that it lasts; instead, focus on the level of growth you and your student experience.

References

Suzanne G. Brainard, Deborah A. Harkus, May R. St. George, *Mentors and Interns: Professional Mentor Handbook*, Women in Engineering Initiative WEPAN Western Regional Center, University of Washington-Seattle, 1998.

Stephanie G. Adams and Howard G. Adams, *Techniques for Effective Undergraduate Mentoring: A Faculty/Student Guide*, The National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc., 1997.

Alexis Lavine, *Student Handbook*, Los Alamos National Laboratory Earth and Environmental Sciences Division website, <http://ees-www.lanl.gov/studhandbook/default.htm>, 2002.

For more information regarding mentoring, contact:

Carole Rutten
STB/EPO
665-5194

crutten@lanl.gov

Mentor Tool Kit